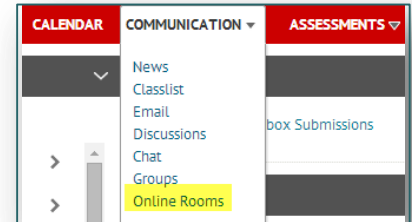# HOW TO:

Create and Join an Adobe Connect Meeting in D2L

This guide will show you how to set up and join an Adobe Connect Meeting room in D2L.

Creating a room in D2L

1. In the course you wish to create the room, select the following from the red navbar: **Communication > Online Rooms**
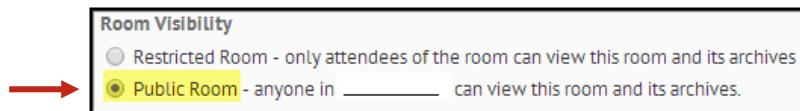
2. Choose **New Room**

3. Name your meeting room. Avoid using special characters (eg #, &, $, %, etc.) as they may cause errors. It is recommended that you include the date of the session in the meeting name. Make sure **Connect** is listed as the **Service Provider**.

4. **IMPORTANT:** To ensure all students enrolled in the course can access the meeting room, please set the following options:
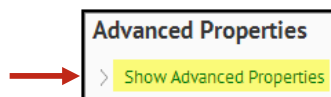
   i) Choose "**Public Room**" under **Room Visibility** to allow access to all students in the course

   Room Visibility
   - ○ Restricted Room - only attendees of the room can view this room and its archives
   - ⦿ Public Room - anyone in _____ can view this room and its archives.

   ii) Under **Availability**, set the **Start Date and Time** as well as **End Date and Time**.
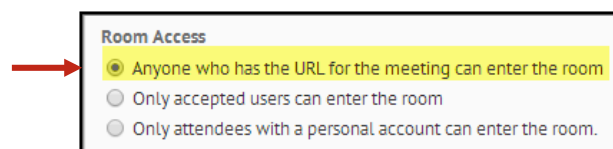   <u>NOTE</u>: These values are for display/ sorting purposes only and will not actually restrict access to the meeting room.

   iii) Ensure that **Advanced Properties** are visible by clicking on **Show Advanced Properties**.

   Advanced Properties
   > Show Advanced Properties

   iv) Under **Room Access**, ensure that the following is selected:
   Anyone who has the URL for the meeting can enter the room

   Room Access
   - ⦿ Anyone who has the URL for the meeting can enter the room
   - ○ Only accepted users can enter the room
   - ○ Only attendees with a personal account can enter the room.

5. Click the **Save** button.

Joining an Adobe Connect Meeting in D2L

A. Students and instructors can join an Adobe Connect meeting room by going to **Communication > Online Rooms**, then selecting the **Join** link. <u>NOTE</u>: Make sure **Connect** is listed as the **Service Provider**.

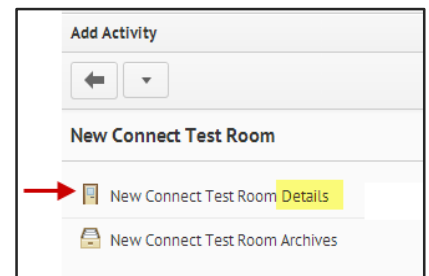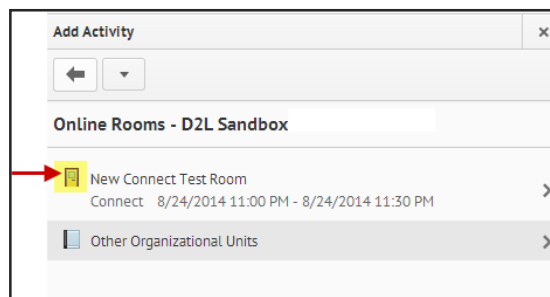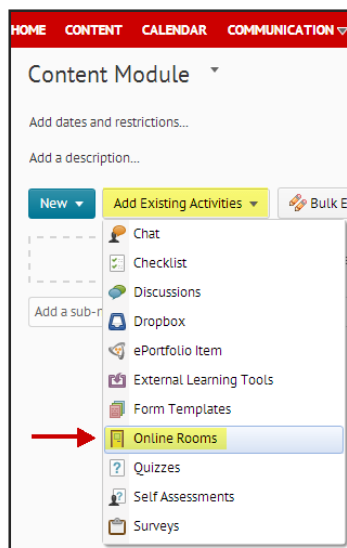|	Name	Join Room	Start Date and Time	End Date and Time	Service Provider
☐	New Connect Test Room	📇 Join	8/24/2014 11:00 PM	8/24/2014 11:30 PM	Connect

B. As instructor, you may also create a shortcut within a **Content** module for students.

To do so,

choose **Online Rooms** under **Add Existing Activities**,

choose the room to add,

then choose the **Details** option (not **Archives**).

To enter the meeting as a student, go to the **Content** module where the shortcut has been added. Click on the room **Details** link, then click **Join Room**

IMPORTANT:

In order for Adobe Connect to load properly within your D2L course, your browser needs to allow pop-ups.

Click on your browser of choice below for detailed help on how to disable pop-up blockers

Internet Explorer: http://windows.microsoft.com/en-ca/internet-explorer/ie-security-privacy-settings

Firefox: http://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting

Safari: http://help.apple.com/safari/mac/8.0/#/ibrw1032

Chrome: https://support.google.com/chrome/answer/95472?hl=en